

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received    Application No.    Date Completed FEB 19 1973    73-35    FEB 27 1973	
2. Agency Application No.			
3. AGENCY, Division, Subdivision & Administering Office Address Office of the Governor Executive Center 391 West Paces Ferry Road, N.W. Atlanta, Georgia 30305		4. Person to Contact Mrs. Madeline MacBean	
		5. Working Title Special Assistant	6. Tel. No. 261-1776
7. ACTION REQUESTED  <input checked="checked" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.			
8. Earliest & Latest Dates of Series January, 1971-Present		9. Exact Series Title Executive Center Subject Files	
10. What is the function of the office in which this record series is created  These files accumulate in the Executive Center which is responsible for the management and administration of the official residence of the Governor of Georgia. The Center is the site of a number of official and semi-official functions and is available to the people of Georgia during certain hours for public visits and meetings. Activities of the Center include 1) daily operation of the mansion and grounds and supervision of Center staff 2) management of correspondence 3) scheduling and execution of activities of the Governor's family and social events at the Mansion 4) scheduling and supervision of public events at the mansion (meetings, tours, special functions at the mansion and on the grounds).			
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):  <div style="text-align: center; padding: 20px;">SEE SEPARATE SERIES DESCRIPTION AND DISPOSITION RECOMMENDATIONS</div>			
ATTACH SAMPLES OF THE FILE			
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			
Legal-size File Drawers		3	6
2 books			.25
ANNUAL RATE OF ACCUMULATION			
Floor Space Occupied (Square Feet)			
AVERAGE DAILY REFERENCES			
		No. of Drawers	Cu. Ft. of Records
		In Office(s)	In Storage Area(s)
		This Year's	Last Year's
		Preceding Year's	All Prior Year's

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☐
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ ☐
16. Does the series contain classified information requiring security handling? ☐ ☐
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☐
18. Could the function be performed if the files were lost or destroyed? ☐ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☐
20. Does the record series provide data as input to an EDP file? ☐ ☐
21. Does the record series contain documentation produced as EDP printout? ☐ ☐
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☐

24. REQUIREMENTS. The following requires the files to be kept \_\_\_\_\_ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR -☐ FISCAL YEAR -☐ Other then:
- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify) \_\_\_\_\_

*Jimmy Carter*

(Indicate briefly rationale for recommendations above/or write additional remarks):

*Maddeline L. MacBee*

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency/Designee	Date
in Paragraph	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Audits/Designee	Date
25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. DeJoy</i> Secretary of State/Designee	<i>2-21-73</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Harv</i> Department of Law/Designee	<i>2-19-73</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert Sheel</i>	<i>2-26-73</i>

Description

Disposition

Appl.  
No.

73-35  
EXECUTIVE CENTER SUBJECT FILES(1971 - to Date )

This series contains documents relating to the activity schedules of the Governor and his family and the operation of the Executive Center.

The series includes, but is not limited to plans of events, mailing lists, schedules, of activities of the Governor and his family, invitations and related correspondence, requests for interviews, memos concerning appointments and interviews requested by telephone, Executive Center procedures and inventories. Related materials NOT in this series are Appointment Books, Center Security Book, and Center Entertainment Card File which gives detailed plans of any event taking place at the Center.

The series is arranged in sections: General Correspondence, alphabetically by County and thereafter alphabetically by surname of correspondent; Subject, by activity/subject (entertaining, general, Reference) and thereafter alphabetically by subject/name of occasion.

Cut off at the end of the calendar year; hold in the Current Files Area until end of term of Governor; retire to State Archives. Earlier disposition is authorized.